

## CHAPTER 13

### TRAVEL SUPPORT FORMS

13-1. General. The forms listed herein are prescribed to support travel and transportation activities. Forms are available through normal publications supply channels except ENG Form 4743-R, ENG Form 4915-R, ENG Form 4960-R and DA Form 2374-R, which are available through local reproduction. Forms will be reproduced locally on 8 1/2 by 11 inch paper.

#### 13-2. Forms.

a. ENG Form 327 - Schedule of Travel Performed may be used as a draft to prepare travel vouchers (Figure J-14 and J-15, Appendix J).

b. ENG Form 4032 - Control of Travel Orders and/or Record of TRs is used to log in travel orders and GTR issued (Figure J-16, Appendix J).

c. ENG Form 4743-R - Claim for Temporary Quarters Subsistence Expenses/Foreign Transfer Allowance (SE) is used to record daily itemization of expenses (Figure J-17 and J-18, Appendix J).

d. ENG Form 4915-R - Proposed Monthly Air Travel will be used to report projected monthly air travel (Appendix E).

e. ENG Form 4960-R - Request for Approval of Foreign Travel must be submitted with DD Form 1610 (Figure G-1 and G-2).

f. DA Form 1056 - Authorization to Apply for a "NO FEE" Passport and/or Request for Visa (Figure J-19, Appendix J).

(1) Upon receipt of executed travel order, accompanied by a copy of DA Form 2374-R or a memorandum request, CELD-TT will execute DD Form 1056 and arrange for necessary passport and visa(s)

(2) Upon completion of each trip travelers will return passports to CELD-TT. g. DA Form 2374-R - Notification of Foreign Visit. Form is self-explanatory. This form will be reproduced locally in accordance with AR 380-15 (Figure J-20, Appendix J).

h. DA Form 2544 - Intra-Army Order for Reimbursement Services. Form is self-explanatory. This form will be used in accordance with AR 381-15 (Figure J-21, Appendix J).

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i. DD Form 1351 - Travel Voucher. Persons eligible for an advance of funds will complete Sections I, II, VI and forward to the appropriate finance and accounting office (Figure J-22, Appendix J).

j. DD Form 1351-2 - Travel Voucher or Subvoucher (Figures J-23 thru J-32).

(1) Prior to submission of travel voucher, all unused GTRs, tickets, refund applications, exchange orders and other transportation documents or portions will be turned in by the traveler to the Issuing office (i.e., Ask Mr. Foster). Cancellation of reservations will be made as shown as it is known that they will not be used.

(2) Travelers will indicate on travel voucher whether the GTR/ticket was used, unused, lost or stolen.

(3) Travel vouchers will be filed within 10 days after completion of travel.

(4) Insure that voucher has been signed by an official who has a DD Form 577, Signature Card on file (Figure J-10).

(5) When continuation vouchers are necessary, DD Form 1351-2c will be used.

k. DD Form 1351-3 - Statement of Actual Expenses. This form will be prepared by traveler when an actual expense allowance has been approved.

l. DD Form 1610 - Request and Authorization for TDY of DOD Personnel:

(1) For routine CONUS TDY orders (Figures J-32 thru J-36)

(a) Traveler will initiate form and obtain appropriate signatures.

(b) The Finance and Accounting Branch representative will certify availability of funds in item 19, keep two copies of the order and request for advance of funds, if submitted, and return to the traveler's office.

(c) Distribution. Generally concerned are traveler, HECSA or MDW and Ask Mr. Foster.

(2) OCONUS TDY Orders (Figures 3-37 thru 3-40). The following actions are required.

(a) Traveler will initiate DD Form 1610, completing all items, except item 15 and 20.

(b) Traveler will prepare ENG Form 4960-R.

(c) Order approving officials will review requests for compliance with regulations and limitation.

(d) HECSA representative will prevalidate funds shown in item 19 and forward to CELD-TT.

(3) DD Form 1610 will be used for amendments and revocations. No options granted, except invitational orders (Figures 3-4 and J-6).

m. DD Form 1614 - Request and Authorization for DOD Civilian Permanent Duty Travel. This form will be prepared by CELD-TT for civilian personnel relocating to HQUSACE (Figures J-41 and J-42).

n. SF 1034 - Public Voucher for Purchase and Services Other than Personal (Figure J-43). This form will be used for reimbursement of registration fees when no travel is involved.


o. SF Form 1164 - Claim for Reimbursement for Expenditure on Official Business (Figures 3-12 and 3-13). This form will be used to claim expenses for local travel.

p. Invitational Travel Orders. Operating officials will prepare a request and send through their appropriate order approving official, CEPD-S-FL and the HECSA representative to CELD-TT for issuance of order (Figure 3-44, Appendix J).

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q. Letter of Immunization. Upon receipt of DD Form 1610 or a DF request, CELD-TT will execute a letter of immunization (Figure J-45, Appendix J).

FOR THE COMMANDER:



**ALBERT J. GENETTI, JR.**  
**Colonel, Corps of Engineers**  
**Chief of Staff**

Appendixes

APP A - References  
APP B - Preliminary  
          Planning  
APP C - Month of Fiscal Year Designation  
APP D - Organizational Codes  
APP E - ENG Form 4915-R  
APP F - DA Form 2496  
APP G - ENG Form 4960-R  
APP H - Trip Report Format  
APP I - Example of Trip Report  
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